

## **9210 ASSIGNED QUARTERS**

### **POLICY**

Cadet's quarters shall be kept in immaculate condition and are subject to inspection at any time.

1. All cadet beds will be made daily.
2. Woodwork, furniture, beds, windows, waste paper containers, mirror, wash basin and all other areas of the quarters shall be ready for inspection at all times.
3. All locker contents will be uniform, in order, and secured at all times.
4. All lights must be turned off and the doors secured when rooms are unoccupied.
5. All personal electronics must be secured out of sight when rooms are unoccupied.
6. Only electronic devices approved in the Residence Policy below are allowed in the dormitory area.
7. The Academy reserves the right to open and inspect any item or containers brought into dormitory rooms as well as to open the desks, closets, etc. in the dormitory rooms for inspection purposes. Dormitory inspections may take place with or without the occupants present.
8. Defacing room/walls: At no time shall a cadet mark or deface a room or corridor wall with shoes or other objects. Cadets are not allowed to lean against Academy walls bracing themselves with their feet.
9. Payment for damages: Payment for all repairs is the responsibility of the cadet(s) involved. The cadet will be assessed the full cost of repairing or replacing any damaged equipment or property.
10. Cadets residing in the Salt Lake Community College Residence Hall will follow all rules and guidelines as listed in the Salt Lake Community College Residence Policy below

## **9220 RESIDENCE POLICY**

### **Section 1: Housing Agreement**

All students who use the residence halls at the Larry and Gail Miller Public Safety, Education and Training Center, are subject to the rules, regulations and policies established by the Department of Public Safety (DPS), the Utah Department of Corrections (UDC), and the Salt Lake Community College (SLCC), Miller Campus. Any damage to the facility or its contents, resulting from misconduct, will be charged to the student.

## **Section 2: Registration & Check Out**

Basic training recruits, students attending in-service training, and professional development students who live outside a 30-mile radius may be assigned a room upon their request. Students who do not want to stay in the residence halls will be responsible for their own housing arrangements, including the cost. Students and recruits staying at the residence rooms will inspect the room for any damage and note any damages on the inspection form issued during registration.

Potential residents must return the room request card, attached to their notification of class enrollment, to reserve a room. The class coordinator can make room arrangements with the Resident Manager.

### **All rooms are double occupancy.**

All residents must check out of their rooms on the last day of class by 5:00 PM. The room must be cleaned prior to checkout. The following will be completed:

1. Trash emptied and placed in the dumpster located at the South East corner of the dorms.
2. Water and lights turned off
3. Room dusted
4. All signed for property, including electronic key cards, must be returned to the front desk.

Class coordinators will arrange with the Residence Manager for the final room checkout inspection. If other arrangements are necessary for a resident's departure, the class coordinator will arrange it with the Residence Manager.

## **Section 3: Residence Hall Conduct**

All students living in the residence halls shall conduct themselves in an orderly, professional manner. Any dangerous or disruptive behavior such as, but not limited to, rowdiness, loud noises, theft, and illegal or obscene conduct, will not be tolerated and will be dealt with accordingly. No sexual activity allowed. A violation may result in immediate eviction and possible dismissal from the

academy. If the aforementioned situation arises and the cadet is allowed to continue training, the cadet will seek alternative living quarters at their own expense.

Residents must wear appropriate clothing outside of their rooms. Appropriate clothing, at a minimum, consists of pants/shorts, shirt and footwear. Students shall not have any person of the opposite sex in their dorm room without written permission of the class coordinator.

Quiet hours are designated from 2300 to 0600 hours. Courtesy hours are in effect 24 hours a day. Residents need to be considerate of others and respect other students' requests to be quiet. Noise is considered excessive and/or a blatant disturbance (i.e. loud voices, stereos, televisions, etc.) when it can be heard from outside of their room.

#### **Section 4: Emergency Procedures**

In case of an emergency where medical, police, or fire personnel are required, use any phone and dial 911 for assistance. After phoning, contact the training coordinator immediately.

If the residence halls or Administration Building must be evacuated for any reason after 1700 hours, all students are to leave the building by the nearest exit (do not use the elevator) and proceed to the designated assembly area located in the building parking lot directly in front of the dorms (south side).

#### **Section 5: Residence Hall Code/Slide Card**

When arriving at the Miller facility, each student shall be issued an electronic key card that will allow for access to the main doors as well as their individual room. Transfer of cards is strictly prohibited and unauthorized use of the card will not be tolerated and will be dealt with accordingly.

Electronic key cards shall be turned in at the time of checkout.

#### **Section 6: Linen**

Basic training cadets staying in the dorms need to bring their own sheets, blanket, pillow, pillowcase, towel and washcloth.

Employee's attending in-service training for 2-5 days may request sheets, blanket, and pillow, however, are encouraged to use their personal linens, and towel. Residence items will be returned to the front desk for accountability. Students staying longer than a week will be expected to bring their own linen, pillow, blanket and towels. Students supplying their own linens shall launder them at their own expense on a weekly basis.

## Section 7: **Room Maintenance**

"Request for Maintenance" form is available at the front desk. Be specific as to the need and location of the maintenance/repair. The completed form can either be left at the front desk or turned in to the class coordinator for action. If it is an emergency and the front desk is unoccupied, contact any staff member for assistance. Students causing damage to the room or failing to report any damage in a timely manner will be responsible for the cost of the repair.

## Section 8: **Personal Room Appliances**

The appliances/electronics permitted in the rooms are: radio/stereo, TVs, computer, personal refrigerator (32" high and 22" wide or smaller), electric irons, curling irons, electric hair rollers, hot air popcorn poppers, fans, ceramic model space heaters and halogen lamps with required lamp guard attached.

**Appliances not permitted in the dorms include:** Microwaves, hot plates, toaster ovens, deep fryers, electric frying pans, "George Foreman" grills, sandwich makers or any appliance or space heater with an open heating element, and coffee pots.

Electric extension cords must be UL approved. Only one item may be plugged into the extension cord at a time. Octopus plugs are not permitted. Power strips must have a self-contained circuit breaker.

No open flames are permitted in the building (i.e. candles or incense burning).

## Section 9: **Television Connection**

There is a basic television cable connection available for local channels in the rooms.

Students are allowed to bring their own television for personal use.

## Section 10: **Telephone Service**

A phone will be available in the lobby of the dorm area, in the fitness center and in the two phones in the gym/defensive tactics area. These phones are to be utilized for emergencies only.

## Section 11: **Weapons, Explosives, etc.**

Basic training recruits with UDC and POST will not store weapons or ammunition in the halls. This includes O.C. spray, Tasers and less than lethal weapons of any kind.

Sworn officers attending in-service training or sworn officers attending professional development training classes will be permitted to wear duty weapons when staying in the halls and attending training. All officers choosing to carry weapons are subject to rules and regulations regarding the carrying or possessing of firearms and deadly weapons while in and about the training facility. Weapons should not be removed from holsters except for policy-approved situations or to secure the weapon when staying in the dorms. Officers shall not engage in any unsafe activity or “horseplay” involving firearms. Cleaning and “dry firing” weapons will not be permitted in the residence halls/dorm rooms.

## **Section 12: Smoking**

Smoking and smokeless tobacco products are not allowed in all buildings, including the dorms, referred to as the Larry and Gail Miller Public Safety Education and Training Center. This includes student rooms, hallways, bathrooms, entranceways, stairwells and all common areas. Smoking and smokeless tobacco products are only permitted outside the premises and are subject to the Utah Clean Air Act requirements.

## **Section 13: Alcoholic Beverage/Drug/Substance Abuse**

The purchase, possession, use, consumption, sale or distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on SLCC campuses and training sites and at all College and law enforcement activities.

This includes beverages called “Near Beer” or “O’Doul’s” or drinks which are similar in nature to beer or alcoholic beverages despite the fact they have low levels of alcohol by volume or weight.

*Note: This policy shall not apply to Certified Alcohol Technicians, licensed by the State of Utah to dispense alcohol, that possess or distribute alcohol in conjunction with a bonafide training class for the purpose of training officers in techniques used to detect and investigate alcohol related crimes. This policy shall also not apply to staff or volunteers who are serving as test subjects and consume alcohol during the course of a bonafide training class for the purpose of training officers in techniques used to detect and investigate alcohol related crimes.*

## **Section 14: Security**

Exterior access to the training facility is through an electronic key system. Do not prop open exterior doors. Students must ensure that their individual room is secure upon departure. DPS, POST, UDC nor SLCC assumes responsibility for

lost, stolen or damaged personal property. Security is every resident's responsibility. Report immediately any suspicious individuals/occurrences to the front desk staff or other staff members.

#### Section 15: **Parking**

Student parking is located on the South side of the Miller Administrative and Resident Building. Parking is not permitted on the west side of the Miller Administrative Building. All POST and UDC cadets will park south of the building leaving closest parking for staff and visitors. Students will not park in the blue parking stalls; these are reserved for staff parking. Overflow parking is available on the North side of the Culinary Arts Building.

#### Section 16: **Room Inspections**

DPS and UDC Staff and the Residence Manager are authorized, anytime, to enter rooms for safety, security, maintenance, and disturbances. Staff will confiscate illegal property or items when just cause is established. Before entering a room, staff personnel will knock and identify themselves.

#### Section 17: **Pets/Animals**

Neither pets nor animals of any kind shall be kept in the resident rooms unless prior approval has been granted.

#### Section 18: **Lost and Found**

Found items are to be turned in at the front desk reception area, or to one of the staff members.

#### Section 19: **Weekend Resident Room Occupancy**

Students are **not** permitted to remain in the residence during the weekend. If there is a requirement for a student to remain for the weekend, the class coordinator will arrange it through the residence manager or the facilities coordinator.

#### Section 20: **Visitors**

Residents will not be allowed to have "non-student" visitors in the residence rooms. Visitation for these students is permitted only in the main lobby.

#### Section 21: **Windows, Walls, Ceilings and Furniture**

Windows will remain closed and locked at all times. Items are not to be placed on window ledges or hung outside windows. Posters, pictures plaques or other

hanging items will not be suspended from the room walls or ceilings. Pictures may be placed on nightstands and desks. Damage to the furniture, carpets, walls, doors, and fixtures, including things being spilled on carpet or furniture, must be reported immediately to the front desk or staff.

## **Section 22: Laundry Room**

There is a laundry room located on each floor and is available to residents from 0700 to 2230 hours. Washer and dryer filters are to be cleaned by the user after each use. Students need to be present when the washer or dryer has completed its cycle and empty the appliance for others to use.

Irons and ironing boards are available in the laundry rooms for students use. Do not remove them from the laundry room.

Toilet plungers are located in the laundry room on each floor of the Residence Hall building. Clean them after each use and allow them to dry before returning them to the laundry room.

## **Section 23: Recreation/Game Room**

The recreation/game/T.V. room is available to all students during off hours from class but not before 0700 or after 2230 hours. Please report any damage to the front desk.

## **Section 24: Energy Conservation**

All room lights and appliances shall be turned off when residents leave the room. The dorm thermostats should be turned down to 68 degrees or lower when leaving the room for the day and should not exceed 72 degrees.

## **Section 25: Vending Machines**

Vending machines are available in the recreation room and lounge. Report any malfunctioning or vandalized machines to the front desk or staff member.

# **9230 INSPECTIONS**

## **POLICY**

Dormitory inspections of residential cadets may be conducted by staff officers at any time.